

# VACANCY NOTICE

## FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS- 376  
REV(12/13)

Description of Position	TITLE OF POSITION:	College Police Lieutenant	CLASSIFICATION CODE:	02182300
	SALARY RANGE:	\$18.13 - \$18.93 316G	REFERENCE POSITION NO.:	677
	Department or Agency Name	State Colleges/CCRI	APPLICATION PERIOD:	09/10/2015 - 09/19/2015
	Division/Section/Unit	College Police	GRACE PERIOD ENDS	9/19/2015
	Assignment(s) / Comments	<b>Hours and campus may vary based on departmental needs.</b>		
	Shift and Days:	Primarily Monday - Friday, 7a.m. - 3p.m.	Job Location:	All campuses, initially Providence
	Restrictions/Limitations	<b>Subject to Civil Service Exam and Physical Exam</b>		
	Position Covered By Collective Bargaining Union Agreement	Yes	X	No
	Name of Bargaining Unit Union:	ESPA		
	There <u>  </u> is <u>  </u> X <u>  </u> is not a Civil Service List for this position.	<b>See A/B or Both for Specific Instructions</b>		
There <u>  </u> is <u>  </u> X <u>  </u> is not a Recall List/Preferred Reemployment List/Contractual Rehire List for this position.				
<b>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</b>				
General Information to Candidate	<b>INSTRUCTIONS:</b>			
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>			
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.			
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>			
	<b>• Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.			
	<b>• Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).			
	<b>D. CRIMINAL CONVICTIONS:</b>			
	Note:All interviewees will be required to complete a Criminal Record Supplemental Questionnaire (CS-14B) at the time of the first interview or anytime thereafter. Conviction is not necessarily a bar to employment. Each case is considered on its individual merits. Per RIGL§ 28-5-6(4), "CONVICTION means, for purposes of this chapter only, any verdict or finding of guilt after a criminal trial or any plea of guilty or nolo contendere to a criminal charge."			
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>			
	See job description.			
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>			
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request).			
	<b>Education: Such as may have been gained through: See job description</b>			
	<b>Experience: Such as may have been gained through: See job description</b>			
	<b>Special Requirements: See job description</b>			
Where to Apply	Candidates <b>must apply on-line at <a href="https://jobs.ccri.edu">https://jobs.ccri.edu</a></b> within the application period as shown on this announcement. For help completing the on-line application, please visit us in person or contact our office at the telephone number below.			
	Telephone #:		401-825-2311	
	TTY/TDD #:		401-825-2313	
	(Telecommunication Device for the Deaf)			



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**CLASS TITLE: COLLEGE POLICE LIEUTENANT**

**Class Code: 02182300**

**Pay Grade: 16G**

**EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** On an assigned shift, to supervise the work of College Security and Safety Officers and others of a lesser rank engaged in performing duties of a patrolling, protective and policing nature upon the premises of a post-secondary educational institution; to make arrests in accordance with provisions of the law; to act as shift commander in the absence of a superior officer; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom assignments and instructions are received; work is reviewed for conformance to law, regulations, institutional policy and instructions.

**SUPERVISION EXERCISED:** Supervises the work of College Security and Safety Officers and other subordinates on an assigned shift; reviews work by frequent inspections, to insure compliance with law, regulations, institutional policy and instructions.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

On an assigned shift, to supervise the work of College Security and Safety Officers and others of a lesser rank engaged in performing duties of a patrolling, protective and policing nature upon the premises of a post-secondary education institution.

To take roll calls; to conduct inspections of personnel at the beginning of duty tour; to give special orders and assignments and to certify time and attendance records for personnel on the shift.

To make periodic tours to provide field checks on all patrols; as required to patrol an assigned area.

To direct and regulate traffic; to provide information to the public; to respond, investigate and make detailed reports on traffic violations, accidents and criminal incidents.

To operate a Breathalyzer, take fingerprints and pictures as required.

To arrest with or without a warrant, as permitted within the law, any person for violations of state and federal criminal statutes or for violation of local town ordinances occurring on said premises or upon streets and highways immediately adjacent to said premises and to process and/or detain such person(s) as required; and to write and submit reports concerning such actions.

To appear in court or at hearings such as campus judicial boards and give testimony, and prepare paperwork relating to such appearances.

To cooperate with other law enforcement agencies, fire departments and the State Fire Marshal's Office in the enforcement of laws and regulations.

To operate a communications office and keep police and fire records.

To perform the duties of shift commander in the absence of a superior officer.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of applicable Board of Governors' and institutional regulations; a thorough knowledge of applicable state laws, rules and regulations including the State Fire Safety Code; a working knowledge of the principles and practices commonly applied by a police officer in the enforcement of law and regulations to protect life and property; the ability to apply such knowledges, principles and practices; the ability to plan, supervise and review the work of a subordinate staff; the ability to assist in training the work of subordinates engaged in

maintaining law and order and protecting persons and property; the ability to review and evaluate findings of investigations; the ability to assist subordinates in the prosecution of persons arrested for violations; the ability to analyze situations quickly and objectively and to act quickly, calmly, decisively and correctly in an emergency; the ability to evaluate fire hazards and have thorough knowledge of State Fire Safety Code; the ability to qualify and carry firearms; the ability to understand and carry out oral and written instructions; the ability to write and speak effectively; the ability to operate a communications office and keep records; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from an approved senior high school; and

Experience: Such as may have been gained through: considerable employment in a responsible full-time position requiring maintenance of law and order, and the protection of life and property including the responsibility for the arrest and detention of persons in violation of the law.

Or, any combination of education and experience that shall be equivalent to the above education and experience.

### **SPECIAL REQUIREMENTS:**

1. Must have satisfactorily completed the Rhode Island Municipal Police Training Academy curriculum.
2. Must be physically qualified to perform assigned duties as evidenced by a physician's certification.
3. Must possess a valid Rhode Island driver's license.
4. Must satisfactorily complete a Fire Safety Program in conjunction with the State Fire Marshal's Office within six months of appointment.

Class Revised: November 14, 1993

Editorial Review: 3/15/03